



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Mississippi Public Health Laboratory, is seeking to fill a Public Health Team Lead vacancy. This position is for a professional who will serve as a member of the administrative team. This position will be accountable for overseeing grant proposal developments, including all associated budgets, and all grant reporting requirements. This position will also be responsible for mentoring or directing the work of lower-level employees.

The Public Health Laboratory Team Lead serves under the direction of the Administrative Services Director. This position's duties include grant management, fiscal analysis and forecasting, meeting federal reporting guidelines, coordination of grant activities with other MSDH programs, grant inventory management, procurement, and serving on emergency/disaster response teams.

Salary Range: \$51,693.41 - \$67,847.361 Based on education and experience.

Location(s): Hinds County

Qualifications: Bachelor's degree with at least 5 years of experience with federal grants or equivalent project management preferred.

How to apply: Interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area in which he/she is applying; 2) *State of Mississippi Employment Application* (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

Mississippi State Department of Health
Office of Human Resources
Attn: MS Public Health Laboratory Director
P.O. Box 1700
Jackson, MS 39215
Fax: (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website at <http://www.msdh.state.ms.us>.

Southern Public Health Region
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